

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

LABORATORY TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Laboratory Technician is the second level in a four level Utilities Laboratory series. Incumbents are responsible for performing standardized organic and inorganic chemical analyses, bacteriological analyses, monitoring compliance with quality assurance standards, and preparing reagents and media, ensuring precision and accuracy of results.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Laboratory Technician is distinguished from the Laboratory Assistant by its responsibility for performing routine chemical and biological analyses. The Laboratory Technician is distinguished from the Senior Laboratory Technician, which is responsible for, performing more advanced and complex analyses and work assignments and serves as a lead worker, making work assignments, overseeing the work of other Laboratory Technicians, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|----------------|
| 1. | Analyzes environmental samples including but not limited to water, groundwater, wastewater, biosolids, soils and sludge's using standardized methods and biological techniques. | Daily
70% |
| 2. | Records a variety of laboratory data into applicable logs, forms, and/or automated computerized systems. | Daily
5-10% |
| 3. | Performs a variety of administrative activities in support of laboratory operations, which includes: reading and responding to a variety of inquiries and communications; participating in the review and updating of standard operating procedures; and/or, performing other related activities. | Daily
5% |
| 4. | Operates, calibrates and maintains a variety of laboratory devices and equipment. | Weekly
5% |
| 5. | Assists the Senior Laboratory Technician or Senior Laboratory Specialist as needed. | As
Required |
| 6. | Performs other duties of a similar nature or level. | As
Required |

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Chemistry, Biochemistry, Biology or a natural or physical science is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- California Water Environment Association Grade I Laboratory Analyst Certification

Knowledge (position requirements at entry):

Knowledge of:

- Organic and inorganic chemistry principles
- Biological techniques
- Equipment sterilization practices
- Modern laboratory techniques and procedures as related to the analysis of environmental samples
- Mathematical concepts
- Statistical analysis, theories and concepts
- Applicable equipment utilized in a laboratory setting
- Recordkeeping principles and practices
- Basic data modeling principles and practices
- Handling acids and other hazardous chemicals
- Safe work practices and procedures

Skills (position requirements at entry):

Skill in:

- Analyzing a variety of samples in a laboratory setting
- Safely operating and maintaining applicable tools and equipment
- Evaluating data utilizing established guidelines
- Preparing and performing mathematical calculations
- Performing laboratory procedures
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals and oils.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008